U.S. DEPARTMENT OF EDUCATION
Office of English Language Acquisition
WASHINGTON, D.C. 20202-6510

Fiscal Year 2011

APPLICATION FOR GRANTS
UNDER THE
NATIONAL PROFESSIONAL DEVELOPMENT PROGRAM
(CFDA NUMBER: 84.365Z)

Form Approved

OMB No. 1840-0006 Expires 9/30/2011

CLOSING DATE: May 9, 2011

IMPORTANT INFORMATION: Read this package in its entirety before you begin to complete the application. Please make sure that you provide sufficient responses to all applicable questions and that you enter the correct data throughout the application. Providing accurate information is essential in expediting the review of your application

Dear Applicant:

Thank you for your interest in the fiscal year (FY) 2011 competition for new awards under the National Professional Development (NPD) program. The NPD program provides professional development activities intended to improve instruction for English learners and assists educational personnel working with such children to meet high professional standards.

This application package includes all the forms you will need to complete your application, instructions for completing the forms, and additional guidance. Applicants should organize the application contents, including the program narrative, in accordance with the instructions provided in this application package.

This letter highlights a few items in the FY 2011 application package that will be important to you in applying for a grant under this program. Please take the time to thoroughly review the entire application package before preparing and submitting your application.

In the FY 2011 competition, there are three competitive preference priorities and two invitational priorities for this program. For additional information about the priorities refer to the Federal Register Notice Inviting Applications for New Awards for FY 2011 in this package.

In completing your application, you must provide objectives, activities, and a detailed budget for each proposed year of funding. Please pay careful attention to the Performance Measures listed in the Notice Inviting Applications for New Awards for FY 2011 and consider the measures in planning program objectives, activities, and evaluation.

It is important to note that applicants must apply in consortia with an LEA or an SEA. Applications will not be reviewed if this requirement is not met. Please include the name of your consortia LEA and/or SEA partner in the project abstract form included in this package.

Applications for grants under this program must be submitted electronically using Grants.gov, an Internet-based electronic system. A detailed description of this Internet-based system is included in this application package. We urge you to

acquaint yourself with the Grants.gov system early. Grants.gov is accessible through its portal page at:

http://www.grants.gov

Finally, I would like to share with you the importance of ensuring that your application includes a strong evaluation plan. The peer reviewers will be instructed to look closely at each applicant evaluation plan. A strong evaluation plan should be included in the application narrative and should be used, as appropriate, to shape the development of the project from the beginning of the grant period. The plan should include benchmarks to monitor progress toward specific project objectives and also outcome measures to assess the impact on teaching and learning or other important outcomes for project participants.

Successful applicants will be expected to report annually on participant progress as well as progress in meeting project goals and objectives.

If you have any questions about the program after reviewing the application package, please contact one of the following OELA staff members

Ana Garcia
(202) 401-1440
Ana.Garcia@ed.gov

Diana Schneider
(202) 401-1456
Diana.Schneider@ed.gov

Sharon Coleman
(202) 401-1452
Sharon.Coleman@ed.gov

I appreciate your interest in the NPD program and look forward to receiving your application.

Sincerely,
Cynthia Ryan
Director, Discretionary Grants Division
Office of English Language Acquisition

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education

Grants.gov Submission Procedures and Tips for Applicants

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

ATTENTION – Adobe Forms and PDF Files Required

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 8.1.2). Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov. We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under "Attaching Files – Additional Tips.") If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

Also, applicants should be aware that on October 11, 2010, Grants.gov implemented a new security build which requires each organization's e-Biz POC (Point of Contact) update their Grants.gov registration. To complete this step, the e-Biz POC must have their DUNS number and CCR MPIN. We recommend this step be completed several days before application submission unless the e-Biz POC has already responded to this requirement. For more information on this topic, please visit this Grants.gov information link: http://www.grants.gov/securitycommebiz/.

1) **REGISTER EARLY** – Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to: http://www.grants.gov/applicants/get_registered.jsp. [Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.]

2) **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30:00 p.m. Washington, DC time on the deadline date.

   Note: To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the CCR (Central Contractor Registry). If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.

3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and the Department of Education receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: http://www.grants.gov/applicants/applicant_faqs.jsp#54. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at http://www.grants.gov/assets/AdobeReaderErrorMessages.pdf. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

SUBMISSION PROBLEMS – WHAT SHOULD YOU DO?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or http://www.grants.gov/contactus/contactus.jsp, or use the customer support available on the Web site: http://www.grants.gov/applicants/applicant_help.jsp.

If electronic submission is <u>optional</u> and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is <u>required</u>, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement <u>and</u> submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

HELPFUL HINTS WHEN WORKING WITH GRANTS.GOV

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.**

Please go to http://www.grants.gov/applicants/applicant_help.jsp for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov http://www.grants.gov/help/submit_application_faqs.jsp.

DIAL-UP INTERNET CONNECTIONS

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. **If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the**

instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. (See the Federal Register notice for detailed instructions.)

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MAC USERS
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For MAC compatibility information, review the Operating System Platform Compatibility Table at the following Grants.gov link: http://www.grants.gov/help/download_software.jsp. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application, especially the requirement that applicants **only include .pdf files** in their application:

1. Ensure that you attach *.PDF files only* for any attachments to your application. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files. Any attachments uploaded that are not .PDF files or are password protected files will not be read. If you need assistance converting your files to a .pdf format, please refer to this Grants.gov webpage with links to conversion programs: http://www.grants.gov/help/download_software.jsp#pdf_conversion_programs

2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.

3. When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded files must be less than 50 characters, contain no spaces, no special characters (example: -, &, *, %, /, #, \) including periods (.), blank spaces and accent marks. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.

4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

NATIONAL PROFESSIONAL DEVELOPMENT PROGRAM
PROGRAM OVERVIEW

CFDA Number: 84.365Z

Program Type: Discretionary/Competitive Grants

Program Statute: Elementary and Secondary Education Act, as amended, Title III, Sec. 3131, 20 U.S.C. 6861.

Regulations: EDGAR: 34 CFR 74, 75, 77, 79, 80, 81, 82, 85, 86, 97, 98, and 99.

Anticipated Appropriations: FY 2011 - $17,846,000

Estimated range of awards: $275,000-$400,000 per year, for *each year* of the grant.

Estimated average size of awards: $ 337,000

Note: The Department is not bound by any estimates in this notice.

Anticipated Number of Awards: 53

Project Period: Up to 60 months

Eligibility: Institutions of Higher Education (IHE) in consortia with local educational agencies (LEAs) or State education agencies (SEA).

Program Purpose: This program provides professional development activities intended to improve instruction for English Learners (ELs) and assists educational personnel working with such children to meet high professional standards.

Program Design: Grantees have flexibility in designing programs to meet local needs for educators prepared to serve ELs. Program activities may address, for example, high quality professional development for content teachers and administrators; induction programs for new teachers; faculty development for higher education faculty; Certification-oriented coursework for English language development specialists; career ladder programs for paraprofessionals; professional

development for other educational personnel such as administrators, school counselors, and school psychologists.

Authorized Activities: Upgrade qualifications and skills of personnel who are not certified or licensed; development of program curricula; and support for tuition, fees, books.

Find and Apply for Grants
www.grants.gov

Resources

- The Office of English Language Acquisition, Language Enhancement, and Academic Achievement for Limited English Proficient Students (OELA) www.ed.gov/offices/OELA
- The National Clearinghouse for English Language Acquisition and Language instruction Educational Programs (NCELA) www.ncela.gwu.edu/oela/OELAprograms
- Grantmaking at ED http://www.ed.gov/fund/grant/about/grantmaking/pt204.html

Program Contacts:

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Diana.Schneider@ed.gov

Sharon Coleman
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If you use TDD, call FRS, toll free, at 1-800-877-8339.

NON-REGULATORY GUIDANCE
(QUESTIONS AND ANSWERS)

Who is eligible to apply for a grant under the National Professional Development (NPD) program?
Only institutions of higher education (IHEs), applying in consortia arrangements with one or more local educational agencies (LEAs) or State educational agencies (SEAs), are eligible to apply for a grant under the NPD Program. This means the IHE would be the lead agency and the fiscal agent for the grant.

Where does a potential applicant locate resources and information on the NPD program? Resources can be found at the following websites:
http://www.ncela.gwu.edu/grants/npd/
For guidance on ED's discretionary grant process and the laws and regulations that govern it, please refer to "Grant making at ED: Answers to Your Questions about the Discretionary Grants Process" at
http://www2.ed.gov/fund/grant/about/grantmaking/index.html

What is the purpose of the NPD program? This program provides professional development activities intended to improve instruction for students with limited English proficiency and assists educational personnel working with such children to meet high professional standards.

What activities are allowable under the NPD program?
Allowable activities are those that provide professional development for teachers and other educational personnel who are either serving or preparing to serve ELs. Such activities may include, but are not limited to: collaborating with local school districts in designing high-quality professional development activities for new teachers; improving teacher training programs to reflect an aligned system of State English language proficiency standards, content standards and assessments; providing programs to assist regular classroom teachers to meet State certification requirements for teachers of ELs; providing career ladder programs for paraprofessionals.

What should an applicant for the NPD program address in the application?
Applicants should develop a narrative that addresses (1) the program selection criteria, sub criteria and (2) the established Government Program Results Act (GPRA) measures under NPD Program.

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

What are the Performance Indicators for the NPD program?
Under the Government Performance and Results Act of 1993 (GPRA), the objective for the NPD program is to improve the quality of teachers of ELs. The Department will use the following measures (Performance Indicators) to evaluate the program's success in meeting this objective.

Measure 1.1: The percentage of pre-service program completers who are State and/or locally certified, licensed, or endorsed in EL instruction.

Measure 1.2: The percentage of pre-service program completers who are placed in instructional settings serving EL students within one year of program completion.

Measure 1.3: The percentage of pre-service program completers who are providing instructional services to EL students 3 years after program completion.

Measure 1.4: The percentage of paraprofessional program completers who meet State and/or local qualifications for paraprofessionals working with EL students.

Measure 1.5: The percentage of in-service teacher completers who complete State and/or local certification, licensure, or endorsement requirements in EL instruction as a result of the program.

Measure 1.6: The percentage of in-service teacher completers who are providing instructional services to EL students.

Grantees will be expected to report on progress in meeting these performances measures for the NPD program in their Annual Performance Report and in their Final Performance Report.

How should an applicant address the Government Performance and Results Act (GPRA) measures in its application? In addressing GPRA measures applicants must describe how program objectives are aligned with GPRA measures, and how GPRA measure data will be collected, analyzed and reported.

What should an applicant for the NPD program consider in developing project objectives?
Applicants should develop measurable project objectives, including benchmarks and associated performance measures, reflecting Program Measures and the NPD GPRA Measures. Applicants should consider objectives in developing the program design, the management plan, the budget, and the evaluation plan.

What information may be helpful in preparing an application for the NPD program?
In responding to the selection criteria and priorities, applicants may wish to consider the following questions as a guide for preparing the application narrative.

- What are the specific responsibilities of the IHE and its partners in planning, implementing, and evaluating the proposed project? What resources and support will be provided by each of the contributing partners?

- Do objectives reflect Program Measures and GPRA Measures?

- How were teachers, administrators and others involved in planning and designing the project?

- How does the proposed program curriculum reflect State certification requirements, an aligned system of State K-12 English language proficiency standards, content standards and assessments?

- How does the proposed program curriculum reflect current research on effective strategies for the development of LEP students' language, literacy and content knowledge, including the development of academic language skills?

- What are the expected outcomes for participant recruitment, participant progress in meeting project requirements, participant success in achieving program standards, graduate effectiveness in the instructional setting, and improved professional development in the school or the university?

What information should be included in the management plan?
The management plan describes how and when, in each project budget period, objectives will be met. In addressing this criterion applicants may want to describe project activities, annual timelines, key milestones, persons responsible for each management activity, and the percentage of time that key staff will devote to project activities. In addition applicants may want to describe the roles of its consortia partner(s) in each phase of the proposed project.

Is an applicant for the NPD program required to address all the Competitive or Invitational Priorities for the NPD 2011 application?
An applicant is not required to address any competitive or invitational priority announced under the competition. In determining which priority or priorities to address an applicant should consider whether the priority would meet the needs of the schools, school districts and educational personnel to be served and if institution and its partners have sufficient resources to implement activities that support the priorities selected.

May an applicant propose training for more than one type of personnel?
An applicant may propose training for more than one type of educational personnel. In determining the number and of types of personnel to be trained, applicants should consider the identified needs of the districts to be served and the capacity of the institution to provide services for multiple types of educational personnel. In addition, applicants should also consider that service to multiple types of personnel may require goals, objectives, project activities and evaluation activities for each type of personnel it proposes to serve.

How are indirect costs calculated for the NPD program?
If you are requesting reimbursement for indirect costs, this information is to be completed by your Business Office: 1) indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government 2) indicate the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED or another Federal agency issued the approved agreement. An applicant must specify the name of the Federal agency that issued the approved agreement. Indirect costs are limited to 8% on grants under the NPD program.

What information would be helpful to applicants in developing and describing their evaluation plan?
An applicant may want to consider how the evaluation plan is aligned with project goals and activities described in the Quality of Project Design, and how each

objective will be evaluated. In addition an applicant may want to explain the quantitative and qualitative data it expects to produce, including data on GPRA measures; how and when data will be collected, analyzed and reported; and how evaluation results will be used to monitor progress and inform instruction and professional development.

Are NPD grantees required to use an independent evaluator?
NPD grantees are not required to use an independent evaluator, although many grantees determine that it is helpful to use an external evaluator in collecting, analyzing and reporting annual and final performance data.
In selecting an independent evaluator applicants may want to consider an individual's experience in evaluating NPD grants.

May applicants submit personnel resumes as an appendix to the application?
Applicants should address qualifications of personnel in the narrative response to the key personnel criterion. Applicants are requested **not** to submit resumes, but instead provide position descriptions for key personnel, including current staff, as well as those it expects to recruit. In addition applicants may want to describe relevant training and experience of key personnel who are current employees, which may include, for example, the project director, the project coordinator, project evaluators, and LEA and SEA partner staff.

Are grantees permitted to use funds for a planning period?
Grantees are permitted to use funds for a planning period. An applicant that proposes a planning period should describe the activities it proposes to conduct during the planning period. A grantee may, or may not, serve students during a planning period.

Is a proof of partnership a required part of the application?
An IHE is required to work in partnership with an LEA or SEA. Applicants may provide verification as to the extent to which each partner in the proposed project is committed to the implementation and success of the project throughout the years proposed in the application. As part of this requirement, the IHE must identify the entity or entities with which it will collaborate and include in its application an assurance from appropriate officials of those entities that will work with the applicant in implementing the proposal. The applicant is asked to submit a one-page letter of commitment from the partner (s) in an appendix to the application narrative.

If awarded a grant, may a grantee count on receiving funding for the full period of five years?
The actual level of program funding, if any, depends on final Congressional action each fiscal year and whether substantial progress has been made toward meeting the project objectives and program performance measures.

Is the estimated range of awards $275,000 to $400,000 over the period of five years?
The estimated range of awards is $275,000 to $400,000 for *each year* of the grant.

How does an applicant address the Notice to all Applicants, Section 427 of the Department of Education's General Education Provisions Act (GEPA)?
First, read the Notice to all Applicants included in the application package. Be sure to note the examples. The required response should include a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally assisted program for students, teachers, and other program beneficiaries with special needs.

How does an applicant comply with Executive Order 12372, the Intergovernmental Review of Federal Programs?
Applicants must first review the State Single Point of Contact (SPOC) list. The list is available through a website link included in this application package. If a State contact is included in the list, the applicant must contact the SPOC to inquire about, and comply with, the State's process under Executive Order 12372. If the State requests the application for review, check item #19a on the SF 424 and include the date. A copy of the transmittal letter is not required in your application package. If the program is subject to E.O.12372, but has not been selected for review, check #19b. If the program is not covered by the Executive Order, check #19c.

What are the reporting requirements for NPD grantees?
Grantees under the NPD Program must submit a final performance report at the end of the project period, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as specified by the Secretary in FR 75.118.

How are applications evaluated for funding?
EL Professional Development experts evaluate each application. The experts are required to use the program statute, the program selection criteria, and any

priorities and other requirements that have been published in the Federal Register as guidance in reviewing the applications. The review panels provide written comments and scores to support their judgments about the quality and impact of the proposed project.

How long does it take the Department of Education to complete the review process and when will funds be available?
Most review processes take about four to six months from the deadline date through the issuance of the signed Grant Award Notification. The list of grantees will be published at http://www.ncela.gwu.edu/grants/npd/.

What is the definition of a "local educational agency"?
The term local educational agency means a public board of education or other public authority that maintains administrative control of public elementary or secondary schools in a city, county, township, school district or other political subdivision of a state. An intermediate unit within a State (e.g., a Board of Cooperative Educational Services (a BOCES), assuming it meets the definition of the term local educational agency, may apply for and receive a grant.

What is the definition of an "institution of higher education"?
The ESEA, at Section 9101, defines an IHE as follows:
— (24) INSTITUTION OF HIGHER EDUCATION- The term institution of higher education' has the meaning given that term in section 101(a) of the Higher Education Act of 1965.‖
Section 101 of the Higher Education Act of 1965, 20 USC 1001 provides that:
— (a) for purposes of this chapter, other than subchapter IV, the term "institution of higher education" means an educational institution in any State that-
(1) admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate;
(2) is legally authorized within such State to provide a program of education beyond secondary education;
(3) provides an educational program for which the institution awards a bachelor's degree or provides not less than a 2-year program that is acceptable for full credit toward such a degree;
(4) is a public or other nonprofit institution; and
(5) is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted preaccreditation status by such an agency or association that has been recognized by the Secretary for the granting of preaccreditation status, and the Secretary has determined that there is

satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.‖

How much time does it take to upload an application in Grants.gov?
The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

What should an applicant do in order to submit an electronic application on time?
You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application notice and this package to ensure that you submit your application in a timely manner to the Grants.gov system.

Does an applicant need to register to apply electronically for the NPD Program?
Yes. To submit your application via Grants.gov, you must complete all steps in the Grants.gov registration process. These steps include (1) registering your organization, a multi-part process that includes registration with the Central Contractor Registry (CCR); (2) registering yourself as an Authorized Organization Representative (AOR); and (3) getting authorized as an AOR by your organization. Details on these steps are outlined in the Grants.gov 3-Step Registration Guide (see http://www.grants.gov/section910/Grants.govRegistrationBrochure.pdf). You also must provide on your application the same D-U-N-S Number used with this registration.

If my organization registered with the Central Contract Registry last year, do we need to repeat the process?
Yes. You will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

How long does it take register in Grants.gov?
The registration process may take five or more business days to complete, and you must have completed all registration steps to allow you to submit successfully an application via Grants.gov.

4000-01-U

Section A.   DEPARTMENT OF EDUCATION

Office of English Language Acquisition, Language Enhancement,
and Academic Achievement for Limited English Proficient
Students.

Overview Information

National Professional Development Program

Notice inviting applications for new awards for fiscal year (FY)
2011.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.365Z.

Dates:

Applications Available: March 18, 2011

Deadline for Transmittal of Applications: May 2, 2011.

Deadline for Intergovernmental Review: July 5, 2011.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: Section 3131 of the Elementary and
Secondary Education Act of 1965, as amended (ESEA), provides for
a National Professional Development (NPD) program that will
award grants on a competitive basis, for a period of not more
than 5 years, to institutions of higher education (in consortia
with State educational agencies or local educational agencies).
These grants support professional development activities that
are designed to improve classroom instruction for English

Learners (ELs) and will assist educational personnel working with such children to meet high professional standards, including standards for certification and licensure as teachers who work in language instruction educational programs or serve ELs.

Grants awarded under this program may be used—

(1) For pre-service professional development programs that will assist local schools and institutions of higher education (IHEs) to upgrade the qualifications and skills of educational personnel who are not certified or licensed, especially educational paraprofessionals;

(2) For the development of program curricula appropriate to the needs of the consortia participants involved; and

(3) In conjunction with other Federal need-based student financial assistance programs, for financial assistance, and costs related to tuition, fees, and books for enrolling in courses required to complete the degree involved, to meet certification or licensing requirements for teachers who work in language instruction educational programs or serve ELs.

Priorities: This notice includes three competitive preference priorities and two invitational priorities. Competitive Preference Priority 1 is from section 75.225 of the Education Department General Administrative Regulations (EDGAR) (34 CFR 75.225). Competitive Preference Priorities 2 and 3 are from the

notice of final supplemental priorities and definitions for discretionary grant programs, published in the Federal Register on December 15, 2010 (75 FR 78486).

Competitive Preference Priorities: For FY 2011, these priorities are competitive preference priorities. For Competitive Preference Priority 1, under 34 CFR 75.105(c)(2)(i), we award an additional 5 points to an applicant that meets the priority. For Competitive Preference Priorities 2 and 3, we award up to an additional 5 points per priority to an application, depending on how well the application meets the priority.

Note: We will award competitive preference priority points for Competitive Preference Priorities 2 and 3 only to applications that score 80 or above on the selection criteria. We will award competitive preference priority points under Competitive Preference Priority 1 to any application that meets that priority.

These priorities are:

Competitive Preference Priority 1--Novice Applicants.

Under this priority, the Secretary gives special consideration to novice applicants. Under 34 CFR 75.225(a), a novice applicant means any applicant for a grant from the Department of Education that--

(1) Has never received a grant or subgrant under the program from which it seeks funding;

(2) Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and

(3) Has not had an active discretionary grant from the Federal Government in the five years before the deadline date for applications under the program.

For the purposes of this requirement, a grant is active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds. In the case of a group application submitted in accordance with 34 CFR 75.127-75.129, a group applicant is considered a novice applicant if the group includes only parties that meet the requirements listed above.

Competitive Preference Priority 2--Enabling More Data-Based Decision-Making.

Projects that are designed to collect (or obtain), analyze, and use high-quality and timely data, including data on program participant outcomes, in accordance with privacy requirements (as defined in this notice), in the following priority area:

Improving instructional practices, policies, and student outcomes in elementary or secondary schools.

Competitive Preference Priority 3--Promoting Science,

Technology, Engineering, and Mathematics (STEM) Education.

Projects that are designed to address the following priority area:

Increasing the opportunities for high-quality preparation of, or professional development for, teachers or other educators of STEM subjects.

Invitational Priorities: For FY 2011, these priorities are invitational priorities. Under 34 CFR 75.105(c)(1) we do not give an application that meets these invitational priorities a competitive or absolute preference over other applications.

These priorities are:

Invitational Priority 1--Improving Achievement and High School Graduation Rates.

Projects that are designed to address the following priority area:

Accelerating learning and helping to improve high school graduation rates and college enrollment rates for students in rural local educational agencies.

Invitational Priority 2--Improving Preparation of All Teachers to Better Serve English Learners.

Projects designed to improve a teacher education program at an IHE in order to better prepare all participants in a teacher education program to provide effective instruction to ELs. In

such projects, IHEs would collaborate with local educational agencies on activities such as:

(1) Professional development to improve the ability of teacher preparation faculty and content faculty at IHEs in preparing prospective teachers to teach ELs; and

(2) The development of teacher education curricula that--

(a) Are aligned with State content standards in academic subjects and State English language proficiency standards; and

(b) Prepare all teacher candidates in an IHE to provide instruction that accelerates ELs' acquisition of language, literacy, and content knowledge.

Definition: The following definition is from the notice of final supplemental priorities and definitions for discretionary grant programs, published in the Federal Register on December 15, 2010 (75 FR 78486) and applies to Competitive Preference Priority 2.

Privacy requirements means the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, and its implementing regulations in 34 CFR part 99, the Privacy Act, 5 U.S.C. 552a, as well as all applicable Federal, State and local requirements regarding privacy.

Program Authority: 20 U.S.C. 6861.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77,

79, 80, 81, 82, 84, 85, 86, 97, and 99. (b) The notice of final supplemental priorities and definitions for discretionary grant programs, published in the Federal Register on December 15, 2010 (75 FR 78486).

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: The Administration has requested $17,846,355 for new awards for this program for FY 2011. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program.

Estimated Range of Awards: $275,000-$400,000 per year, for each year of the grant.

Estimated Average Size of Awards: $337,000.

Estimated Number of Awards: 53.

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 60 months.

III. Eligibility Information

   1. Eligible Applicants: IHEs, in consortia with local educational agencies (LEAs) or State educational agencies (SEAs).

2. Cost Sharing or Matching: This competition does not require cost sharing or matching.

IV. Application and Submission Information

1. Address to Request Application Package:

Yvonne Mathieu, U.S. Department of Education, 400 Maryland Avenue, SW., room 5C138, Washington, DC 20202-6510. Telephone: (202) 401-1461 or by e-mail: Yvonne.Mathieu@ed.gov. If you request an application package by e-mail, please include "84.365Z Application Request" in the subject heading of your e-mail.

If you use a telecommunications device for the deaf (TDD), call the Federal Relay Service (FRS), toll free, at 1-800-877-8339.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., Braille, large print, audiotape, or computer diskette) by contacting the program contact person listed in this section.

2. Content and Form of Application Submission: Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this competition.

Page Limit: The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You

must limit the application narrative to the equivalent of no more than 35 pages using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.

- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.

- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).

- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman or Arial Narrow) will not be accepted.

The page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the two-page abstract. However, the page limit does apply to all of the application narrative section in Part III.

We will reject your application if you exceed the page limit; or if you apply other standards and exceed the equivalent of the page limit.

3. Submission Dates and Times:

Applications Available: March 18, 2011.

Deadline for Transmittal of Applications: May 2, 2011.

Applications for grants under this program must be submitted electronically using the Grants.gov Apply site (Grants.gov). For information (including dates and times) about how to submit your application electronically, or by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to section IV. 7. Other Submission Requirements of this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the persons listed under For Further Information Contact in section VII of this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Deadline for Intergovernmental Review: July 5, 2011.

4. Intergovernmental Review: This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this program.

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Data Universal Numbering System Number, Taxpayer Identification Number, and Central Contractor Registry: To do business with the Department of Education, you must--

a. Have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN);

b. Register both your DUNS number and TIN with the Central Contractor Registry (CCR), the Government's primary registrant database;

c. Provide your DUNS number and TIN on your application; and

d. Maintain an active CCR registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

You can obtain a DUNS number from Dun and Bradstreet. A DUNS number can be created within one business day.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow 2-5 weeks for your TIN to become active.

The CCR registration process may take five or more business days to complete. If you are currently registered with the CCR, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

In addition, if you are submitting your application via Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR); and (2) register yourself with Grants.gov as an AOR. Details on these steps are outlined in the Grants.gov 3-Step Registration Guide (see www.grants.gov/section910/Grants.govRegistrationBrochure.pdf).

7. <u>Other Submission Requirements</u>:

Applications for grants under this program must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. <u>Electronic Submission of Applications</u>.

Applications for grants under the NPD program, CFDA number 84.365Z, must be submitted electronically using the Governmentwide Grants.gov Apply site at www.Grants.gov. You may not e-mail an electronic copy of a grant application to us.

We will reject your application if you submit it

in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

You may access the electronic grant application for the National Professional Development program at www.Grants.gov. You must search for the downloadable application package for this program by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.195, not 84.365Z).

Please note the following:

• When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.

• Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we

will not accept your application if it is received--that is, date and time stamped by the Grants.gov system--after 4:30:00 p.m., Washington, DC time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.

- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this program to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov under News and Events on the Department's G5 system home page at http://www.G5.gov.

• You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

• You must submit all documents electronically, including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

• You must upload any narrative sections and all other attachments to your application as files in a .PDF (Portable Document) format only. If you upload a file type other than .PDF or submit a password-protected file, we will not review that material.

• Your electronic application must comply with any page-limit requirements described in this notice.

• After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only, not receipt by the Department.) The Department then will retrieve your application from Grants.gov and send a second notification to

you by e-mail. This second notification indicates that the Department has received your application and has assigned your application a PR/Award number (an ED-specified identifying number unique to your application).

- We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described elsewhere in this notice.

If you submit an application after 4:30:00 p.m., Washington, DC time, on the application deadline date, please contact the person listed under For Further Information Contact in section VII of this notice and provide an explanation of the

technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that that problem affected your ability to submit your application by 4:30:00 p.m., Washington, DC time, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because--

- You do not have access to the Internet; or

- You do not have the capacity to upload large documents to the Grants.gov system;

and

• No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application.

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Ana Maria Garcia, U.S. Department of Education, 400 Maryland Avenue, SW., room 5C147, Washington, DC 20202. FAX: (202) 260-1292.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.365Z)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

(1)   A legibly dated U.S. Postal Service postmark.

(2)   A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.

(3)   A dated shipping label, invoice, or receipt from a commercial carrier.

(4)   Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

(1)   A private metered postmark.

(2)   A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

    U.S. Department of Education
    Application Control Center
    Attention: (CFDA Number 84.365Z)
    550 12th Street, SW.
    Room 7041, Potomac Center Plaza
    Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this grant notification within 15 business days from the application deadline date, you should call the U.S.

Department of Education Application Control Center at (202) 245-6288.

Q. V. Application Review Information

1. Selection Criteria: The selection criteria for this competition are from 34 CFR 75.210 of EDGAR. The maximum score for all of these criteria is 100 points. The maximum score for each criterion is indicated in parentheses.

The notes that we have included after each criterion are guidance to assist applicants in understanding the criterion as they prepare their applications, and are not required by statute or regulation.

(a) Quality of the project design. (40 points)

The Secretary considers the quality of the design of the proposed project. In determining the quality of the design of the proposed project, the Secretary considers the following factors:

(1) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable. (35 points)

(2) The extent to which the design of the proposed project reflects up-to-date knowledge from research and effective practice. (5 points)

Notes for Quality of the Project Design:

In responding to this criterion, the applicant may wish to describe a plan to carry out activities under the grant as part of its required consortium with one or more LEAs or SEAs, including how each member will be involved in the planning, development, and implementation of the project; the resources to be provided by each partner(s); the specific activities that the partner(s) will contribute to the grant during each year of the project; and the identity of each member of the consortium.

(b) <u>Quality of project personnel</u>. (10 Points)

The Secretary considers the quality of the personnel who will carry out the proposed project. In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability. In addition, the Secretary considers the following factors:

(1) The qualifications, including relevant training and experience, of the project director or principal investigator. (5 points)

(2) The qualifications, including relevant training and experience, of key project personnel. (5 points)

<u>Notes for Quality of the project personnel:</u>

The applicant may address the factors under this criterion by including position descriptions (not resumes) for the project director and other key personnel, such as the evaluator of the program.

(c) Quality of the management plan. (20 points)

The Secretary considers the quality of the management plan for the proposed project. In determining the quality of the management plan for the proposed project, the Secretary considers the following factors:

(1) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks. (15 points)

(2) The extent to which the time commitment of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project. (5 points)

Notes for Quality of the management plan:

In responding to this criterion, the applicant may wish to include a narrative that describes how and when, in each budget period of the project, the applicant plans to meet each project objective.

The applicant may also want to consider addressing the factors under this criterion by including a clear, well-thought-

out management plan that includes annual timelines, key project milestones, a schedule of activities, the persons responsible for each activity, and the percentage of time the project director, partner(s) staff, consultants, and other key personnel will spend in the project.

(d) Quality of the project evaluation. (30 points) The Secretary considers the quality of the evaluation to be conducted of the proposed project. In determining the quality of the evaluation, the Secretary considers the following factors:

(1) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project. (10 points)

(2) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible. (10 points)

(3) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes. (10 points)

Note for Quality of the project evaluation:

Applicants may wish to consider addressing the factors under this criterion by describing how the evaluation plan is aligned with the goals, objectives and activities described under the Quality of Project Design criterion. In addition, each applicant may wish to explain how each objective will be evaluated and when the applicant will collect, analyze, and report quantitative and qualitative data on project measures and Government Performance and Results Act (GPRA) performance measures.

2. Review and Selection Process: We remind potential applicants that in reviewing applications in any discretionary grant competition, the Secretary may consider, under 34 CFR 75.217(d)(3), the past performance of the applicant in carrying out a previous award, such as the applicant's use of funds, achievement of project objectives, and compliance with grant conditions. The Secretary may also consider whether the applicant failed to submit a timely performance report or submitted a report of unacceptable quality.

In addition, in making a competitive grant award, the Secretary also requires various assurances including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal

financial assistance from the Department of Education (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

3. <u>Special Conditions</u>: Under 34 CFR 74.14 and 80.12, the Secretary may impose special conditions on a grant if the applicant or grantee is not financially stable; has a history of unsatisfactory performance; has a financial or other management system that does not meet the standards in 34 CFR parts 74 or 80, as applicable; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

VI. Award Administration Information

1. <u>Award Notices</u>: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

2. <u>Administrative and National Policy Requirements</u>: We identify administrative and national policy requirements in the application package and reference these and other requirements in the <u>Applicable Regulations</u> section of this notice.

We reference the regulations outlining the terms and conditions of an award in the <u>Applicable Regulations</u> section of this notice and include these and other specific conditions in

the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. Transparency and Open Government Policy: After awards are made under this competition, all of the submitted successful applications, together with reviewer scores and comments, will be posted on the Department's Web site.

4. Reporting: (a) If you apply for a grant under this competition, you must ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 2 CFR part 170 should you receive funding under the competition. This does not apply if you have an exception under 2 CFR 170.110(b).

(b) At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to http://www.ed.gov/fund/grant/apply/appforms.html.

5. Performance Measures: Under GPRA, Federal departments and agencies must clearly describe the goals and objectives of programs, identify resources and actions needed to accomplish

goals and objectives, develop a means of measuring progress made, and regularly report on achievement. One important source of program information on successes and lessons learned is the project evaluation conducted under individual grants. The Department has developed the following GPRA performance measures for evaluating the overall effectiveness of the NPD program:

Measure 1.1: The percentage of pre-service program completers who are State and/or locally certified, licensed, or endorsed in EL instruction.

Measure 1.2: The percentage of pre-service program completers who are placed in instructional settings serving EL students within one year of program completion.

Measure 1.3: The percentage of pre-service program completers who are providing instructional services to EL students 3 years after program completion.

Measure 1.4: The percentage of paraprofessional program completers who meet State and/or local qualifications for paraprofessionals working with EL students.

Measure 1.5: The percentage of in-service teacher completers who complete State and/or local certification, licensure, or endorsement requirements in EL instruction as a result of the program.

Measure 1.6: The percentage of in-service teacher completers who are providing instructional services to EL students.

6. Continuation Awards:

In making a continuation award, the Secretary may consider, under 34 CFR 75.253, the extent to which a grantee has made "substantial progress toward meeting the objectives in its approved application." This consideration includes the review of a grantee's progress in meeting the targets and projected outcomes in its approved application, and whether the grantee has expended funds in a manner that is consistent with its approved application and budget. In making a continuation grant, the Secretary also requires various assurances and, in making a continuation award, considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

VII. Agency Contacts

For Further Information Contact: Ana Garcia, U.S. Department of Education, 400 Maryland Avenue, SW., room 5C147, Washington, DC 20202-6510. Telephone: (202) 401-1440, or by e-mail: Ana.Garcia@ed.gov ; Diana Schneider, U.S. Department of Education, 400 Maryland Avenue, SW., room 5C139, Washington, DC 20202-6510. Telephone: (202) 401-1456, or by e-mail: Diana.Schneider@ed.gov; or Sharon Coleman, U.S. Department of

Education, 400 Maryland Avenue, SW., room 5C136, Washington, DC

20202-6510. Telephone: (202) 401-1452, or by e-mail:

Sharon.Coleman@ed.gov.

If you use a TDD, call the FRS, toll free, at 1-800-877-

8339.

R. VIII. Other Information

Accessible Format: Individuals with disabilities can obtain

this document and a copy of the application package in an

accessible format (e.g., Braille, large print, audiotape, or

computer diskette) on request to the program contact persons

listed under For Further Information Contact in section VII of

this notice.

Electronic Access to This Document: You can view this document,

as well as all other documents of this Department published in

the Federal Register, in text or Adobe Portable Document Format

(PDF) on the Internet at the following site:

www.ed.gov/news/fedregister. To use PDF you must have Adobe

Acrobat Reader, which is available free at this site.

Note: The official version of this document is the document

published in the Federal Register. Free Internet access to the

official edition of the Federal Register and the Code of Federal

Regulations is available via the Federal Digital System at:

www.gpo.gov/fdsys.

Dated:

_____

Rosalinda Barrera,
Assistant Deputy Secretary and
Director for English Language
Acquisition, Language Enhancement
and Academic Achievement for
Limited English Proficient
Students.

STATUTE

No Child Left Behind Act of 2001 Title III —Language Instruction for limited English proficient and immigrant students Section 3111 National Professional Development Project.

The Secretary shall use funds made available under this section 3111c(1)C to award grants on a competitive basis, for a period of no more than 5 years, to institutions of higher education (in consortia with State educational agencies or local educational agencies) to provide for professional development activities that will improve classroom instruction for limited English proficient children and assist educational personnel working with such children to meet high professional standards, including standards for certification and licensure as teachers who work in language instruction educational programs or serve limited English proficient children.

Grants awarded under this subsection may be used –

(1) Preservice professional development programs that will assist local schools and institutions of higher education to upgrade the qualifications and skills of educational personnel who are not certified or licensed, especially educational paraprofessionals;

(2) For the development of curricula appropriate to the needs of the consortia participants involved; and

(3) In conjunction with other Federal need-based student financial assistance programs, for financial assistance, and costs related to tuition, fees, and books for enrolling in courses required to complete the degree involved, to meet certification or licensing requirements for teachers who work in language instruction educational programs or serve limited English proficient children.

Instructions for the Project Abstract

The project abstract is a three-page, single-spaced summary of your project. Include the following:

Name of the IHE:

Title of the Program:

Consortia Partners: Include applicable local educational agencies (LEAs), State educational agencies (SEA).

Project Description: Summarize project objectives, activities and expected outcomes.

Priorities: Indicate which, if any, of the competitive and the invitational priorities your project will address.

GPRA Measure Targets: For each proposed year of funding provide annual targets for GPRA measures that are applicable to the type of educational personnel that you propose to serve.

- The number of pre-service teachers expected to be served (Year 1, 2, 3, 4, 5)
- The number of pre-service teachers expected to complete the program of study (Year 1, 2, 3, 4, 5)
- The number of pre-service teacher completers expected to be placed in instructional settings serving ELs (targets for years 2 and beyond)
- The number of pre-service teachers expected to complete the program of study and be certified in EL instruction (Year 1, 2, 3, 4, 5)

- The number of paraprofessionals (who are not pre-service teachers) expected to be served (Year 1, 2, 3, 4, 5)
- The number of paraprofessional completers expected to meet state or local qualifications for ELs (Year 1, 2, 3, 4, 5)

- The number of in-service teachers expected to be served (Year 1, 2, 3, 4, 5)
- The number of in-service teachers expected to complete the program of study (Year 1, 2, 3, 4, 5)
- The number of in-service teachers expected to complete the program of

study and be certified in EL instruction (Year 1, 2, 3, 4, 5)
- The number of in-service teacher completers who are expected to serve EL students (Year 1, 2, 3, 4, 5)

Contact: Project Director's name, telephone and e-mail.

FORMS AND INSTRUCTIONS FOR GRANTS.GOV APPLICATIONS

The application is divided into four parts. These parts are organized in the same manner that the submitted application should be organized. These parts are as follows:

Part I: SF 424 and ED supplement to the SF 424 and Instructions.

Part II: Budget Information -- Non-Construction Programs (ED Form 524) and Instructions.
Additional indirect Cost Information and Example For Training Grants.

Part III: Application Narrative.

- Project Abstract
- Program Narrative Attachment Form
- Budget Narrative Attachment Form
- Other Narrative Attachment Form

Project abstract: The project abstract is a maximum 3- page, single-spaced summary of your project.

Program Narrative:
The program narrative is limited to 35 double-spaced pages. See information on page limitations in the application notice.

Your program narrative should be organized around and should address *all of the selection criteria.*

In describing the quality of personnel, be sure to include position descriptions, *not resumes.*

Note: Electronic submission requires that narratives and other files must be attached in the following attachment forms: The ED Abstract Form will include the abstract (not to exceed 3 pages). The Budget Narrative Attachment Form is for the budget justification. The Program Narrative Attachment Form is the narrative response to the selection criteria that will be used to evaluate applications submitted for this competition listed elsewhere in this document -- this section has

a strict 35 page limit The Other Narrative Attachment Forms are for the Table of Contents and the LEA or SEA Partnership letter(s) of commitment.

Note: Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department of Education will review only material attached to the attachment forms listed above.

Part IV: Assurances and Certifications --
- Assurances -- Non-Construction Programs (Standard Form 424B).
- Grants.gov Lobbying Form (Formerly ED Form 80-0013).
- Disclosure of Lobbying Activities.
- Notice to All Applicants (GEPA).
- Executive Order 12372 (intergovernmental Review of federal Programs).
- Special Grant Terms for Protection of Human Research Subject (HS 1, HR 2, and HR3).
- Survey Instructions on Ensuring Equal Opportunity for Applicants.

Applicant Checklist

Use This Checklist While Preparing Your Application Package.
All items listed on this checklist are required, except as noted.

____ Application for Federal Assistance (SF424)

____ Department of Education Supplemental Information for SF424

____ Department of Education Budget Information Non-Construction Programs Form – Sections A & B (ED524)

____ Abstract

____ Budget Narrative)

____ Project Narrative

  Note: Have you addressed all Application Requirements including Selection Criteria and Priorities?

____ Narrative addressing GEPA Section 427

____ Assurances and Certifications

  ____ Assurances for Non-Construction Programs (SF424B)

  ____ Lobbying Disclosure Form (SF LLL)

  ____ Certification Regarding Lobbying (ED 80-0013)

  ____ Survey on Ensuring Equal Opportunity for Applicants (if applicable for this program; refer to instructions)